

POLYTECHNIC INSTITUTE OF CASTELO BRANCO

Internal competition for promotion to fill two posts in the category of coordinating professor in the area CNAEF 345 - Management and Administration.

It is made public that, by my order of 14 March 2023, the opening of an internal documentary competition for promotion to the category of coordinating professor was authorised, for a period of 30 working days, counting from the date of publication of this notice in the Diário da República, with a view to filling two positions of Coordinating Professor, of the teaching staff map of the Polytechnic Institute of Castelo Branco, in the area CNAEF 345 - Management and Administration.

1- Applicable legislation:

- a) Statute of the Career of Teaching Staff of Polytechnic Higher Education (ECPDESP), approved by Decree-Law no. 185/81 of 1/07, in its current version;
- b) Recruitment and Hiring Regulations of the Career Teaching Staff of the Polytechnic Institute of Castelo Branco, published in the D. R. 2nd series of 15 November 2011;
- c) Decree-Law no. 112/2021, of 14 December, which allows higher education institutions to open internal competitions for the promotion of assistant professors and coordinators.
- d) Law no. 35/2014, of 20 June, in its current wording.

2- Place of work - Polytechnic Institute of Castelo Branco.

3- Number of posts to be filled - 2.

4- Type of legal employment relationship - Indefinite public service labour contract.

5- Functional content - The coordinating professor is responsible for carrying out the functions set out in article 3(5) of ECPDESP, with the remuneration provided for in the remuneration system for polytechnic higher education teaching staff.

6- Admission requirements

6.1- The general admission requirements are those provided for in Article 17 (c), (d) and (e) of the General Labour Law in Public Functions, approved by Law No. 35/214 of 20 June:

- Not be disqualified from performing public duties;
- Have the physical robustness and mental profile indispensable for the exercise of the functions;
- Have complied with compulsory vaccination laws.

6.2 – Special Requirements

The special admission requirements (cumulatively) are those provided for in article 19 ECPDESP and in article 3(2) of Decree-Law no. 112/2021, and may be opposed to the competition:

- a) Teachers with an indefinite contract with the Polytechnic Institute of Castelo Branco, even if the respective trial period has not been completed and who belong to the staff map in which the competition is opened;
- b) Teachers who hold a PhD degree or a Specialist title, obtained more than five years ago, in the disciplinary area or areas for which the competition is open.

6.3 - Minimum requirements for admission on full merit

The minimum requirements for admission on absolute merit are those set by the School's Technical-Scientific Council, and all candidates who fulfil the following criteria will be considered successful:

- a) The candidate must have obtained a classification equal to or greater than 85 points ('excellent' mention) in the performance evaluation of the teachers of the Polytechnic Institute of Castelo Branco in one of the last two evaluation cycles carried out.
- b) The candidate must fulfil, at least, two of the requirements indicated in each of the categories to evaluate the Scientific Performance, the Pedagogical Capacity and the Other Activities relevant to the mission of the institution:

A. Scientific Performance (at least 2):

- I. Publication in the last ten years of at least one article in a scientifically refereed journal, book chapter or technical-scientific book;
- II. Reviewer in the last ten years of at least one article in a journal indexed in Scopus or Web of Knowledge;
- III. Author/co-author in the last ten years of at least one article cited in a journal indexed in Scopus or Web of Knowledge;
- IV. Participation in the last ten years in a regional, national or international research project, as Principal Investigator or member of the project team;
- V. Participation in scientific committees or in the organisation of events (conferences, seminars, congresses, concerts, shows or other unspecified juries), national and international, relevant to the mission of the OU in the last ten years.

B. Pedagogical capacity (at least 2):

- I. Having taught and been responsible (including the preparation of the programme of the UC) of at least one curricular unit, relevant to the area of the competition in the last ten years;
- II. Supervision or co-supervision of Bachelor's degree projects, internship reports or Master's dissertations or Doctoral thesis, completed with approval in the last ten years;

- III. Jury in Bachelor's projects, internship reports or Master's dissertations or Doctoral thesis, completed with approval in the last ten years;
- IV. Having taught curricular units in courses made available in the distance learning modality in the last ten years;
- V. Have taught training courses or other training not counted as distribution of teaching service at IPCB in the last ten years.

C. Other activities (at least 2):

- I. Participation in management bodies at IPCB, namely in the governance of the School/IPCB or its associated research units, in the coordination of a scientific area, or in the coordination of courses in the last ten years;
- II. Participation in accreditation processes and other administrative processes by indication of the competent body of the UO/IPCB in the last ten years;
- III. President of a statutory body of the UO/IPCB in the last ten years;
- IV. Member of a statutory body of the UO/IPCB in the last ten years;
- V. Participation in International Mobility programmes as a teacher, in the last ten years.

7. Period of validity: this competition is intended solely to fill the above posts and will end when they are filled.

8. Form of submission of the application:

8.1 Applications must be formalised by means of a paper application, addressed to the President of IPCB, in Portuguese, and may be delivered in person or sent by post, by registered letter with acknowledgement of receipt, to the following address: Instituto Politécnico de Castelo Branco, Av. Pedro Álvares Cabral, n.º 12, 6000-084 Castelo Branco, until the deadline set for the submission of applications, taking into account, in this case, the date of the respective registration;

8.2 Applications sent by e-mail will not be accepted;

8.3 The application for admission must include the following updated information:

- a) Identification of the competition you are applying for and reference to the Official Gazette in which this notice was published;
- b) Identification of the candidate (full name, e-mail address and telephone contact);
- c) Academic qualifications and/or professional/academic titles;
- d) Identification of the professional category, group or disciplinary area to which he/she belongs, length of service as a higher education teacher.

9. Application for admission:

9.1- The application for admission to the competition must be accompanied by the following documents:

- a) Statement of length of service issued by the department, stating the seniority in the category, the legal link and the date of obtaining the doctoral degree or the title of specialist;
- b) Criminal record certificate;
- c) Medical certificate proving the existence of physical robustness and psychic profile for the exercise of public functions, issued by a doctor in the exercise of his profession;
- d) Updated compulsory vaccination bulletin;
- e) The documents listed in points b), c) and d) may be replaced by a document from the candidate stating his/her situation regarding the general requirements for admission to the competition;
- f) Documents proving that the candidate fulfils the legal conditions referred to in point 6.2. of this notice;
- g) A copy of the curriculum vitae in digital format (on two pen drives);
- h) A copy of the works selected by the candidate as most representative of his/her curriculum vitae, up to a maximum of five works in digital format (in two pen drives);
- i) One copy of other diplomas or certificates of the courses mentioned in the curriculum vitae; in digital format (in two pen drives).
- j) Candidates holding foreign qualifications must provide proof of recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation;
- k) Complete list of the documentation submitted with indication of the location of the curricular elements of the applications.

10. Exclusion:

Candidates are excluded if:

- a) Do not fulfil the requirements set out in points 6.1, 6.2 and 6.3 of this notice;
- b) Do not submit the documents required in point 9 of this notice;
- c) Submit the documents after the deadline stipulated in this notice;
- d) Present a false document.

11. Failure to submit the documents referred to in the curriculum submitted by the candidate, implies that the elements that they should prove will not be valued.

12. Candidates are exempted from submitting documents that already exist in their personal file, which must be expressly mentioned in their application for admission.

13. Relative merit

Selection criteria and ranking of applicants

The selection and ranking criteria for assessing the merit of candidates for the duties to be performed are those set out in points (a), (b) and (c) to which the indicated weighting has been assigned:

- a) Relevant technical-scientific and professional performance in the disciplinary area in which the competition is open: 40 %;
- b) Relevant pedagogical capacity in the disciplinary area in which the competition is open: 45%;
- c) Other activities relevant to the mission of the institution: 15%;

13.1 Technical, scientific and professional performance (TSPP).

In the assessment of technical-scientific and professional performance, the following parameters and items are weighted:

A. Academic training in the scientific area of the competition (maximum: 20 points):

- A1. Aggregation (20 points);
- A2. Holding a PhD (15 points);
- A3. Holding the title of Specialist (10 points).

B. Research Activity (maximum: 50 points):

- B1. Authorship or co-authorship of scientific articles in journals indexed in Scopus and/or Web of Science (5 points/article);
- B2. Authorship or co-authorship of chapters in scientific books indexed in Scopus and/or Web of Science (5 points/chapter);
- B3. Authorship or co-authorship of scientific books (3 points/book);
- B4. Authorship or co-authorship of chapters in peer-reviewed scientific books (1 point/chapter);
- B5. Editor or co-editor of peer-reviewed scientific books (2 points/book);
- B6. Authorship or co-authorship of scientific articles in other peer-reviewed journals (does not accumulate with point 1.) (0.5 points/article);
- B7. Number of citations in Scopus and/or Web of Science (0.1 points/citation, maximum 4 points);
- B8. Technical publications in the disciplinary area of the competition or in a related area. (0.2 points/publication);
- B9. Participation in scientific events:
 - B9.1. Scientific papers in conferences or scientific meetings, published in the respective proceedings, with peer review (1 point/article);
 - B9.2. oral communications at conferences or scientific meetings, published in the respective proceedings, with peer review (0.5 points/communication).

B9.3. Invited speaker at scientific events (0.5 points/participation).

B10. Review of scientific articles in journals indexed in Scopus and/or Web of Science (0.3 point/article, maximum 4 points);

B11. Member of the executive editorial board in journals (1 point/journal);

B12. Participation in organising committees or scientific committees of technical-scientific events (0.5 points/participation);

B13. Member of a research centre accredited by the Foundation for Science and Technology (0.1 points/year);

B14. Member of societies, associations and other technical-scientific organisations (0.5 points/organisation);

B15. Other activities - other science dissemination and outreach activities will be valued (0.5 points/commission).

C. Quality of Research Projects and Contracts (maximum: 10 points):

C1. Responsible for funded applied research and development projects: in case the candidate is the project leader; in case the candidate is responsible for the participation of the institution in the project (4 points/project);

C2. Member of funded research and development projects (2 points/project);

D. Knowledge Transfer (maximum: 10 points):

D1. Actions contracted or protocolled with external companies or institutions (4 points/project or protocol);

D2. Organiser of workshops, lectures or similar (1 point/initiative);

E. Awards, Scholarships, Honours and Competitions (maximum: 5 points):

Scientific and academic prizes, scholarships and distinctions from scientific societies or public and private organisations: international; national; regional. Prizes, scholarships or distinctions of a technical-scientific nature, awarded in national or international competitions, by research entities or bodies, scientific societies or public and private entities of recognised merit will be considered. (2 points/initiative).

F. Non-academic professional experience (maximum: 5 points):

It takes into account the influence of relevant work done outside academia (2 points/year).

13.2 Pedagogical capacity (PC).

In the assessment of teaching ability, the following parameters and items are weighted:

A. Teaching duties in the scientific area of the competition (maximum: 60 points):

A1. Experience and quality of pedagogical work in the scientific area under competition;

A1.1 Teaching experience in higher education (5 points/full academic year, maximum: 25 points);

A1.2 Average annual number of teaching hours per week in the last 5 years (1 point/weekly teaching hour);

A1.3 Head or coordinator of different curricular units taught (2.5 points/CU);

A1.4 Number of different course units taught (2.5 points/CU);

A2. Pedagogical material produced (1 point/unit of pedagogical material);

A3. Other pedagogical activities within the scientific area of the competition (0.5 points/pedagogical activity);

B. Orientations and Participation in Juries (maximum: 30 points):

B1. Supervision or co-supervision of completed doctoral or master's theses (10 points/supervision);

B2. Participation in juries for doctoral, master's or specialised degrees, as a member of the jury (3 points/jury);

B3. Supervision of final degree projects or reports completed (4 points/guidance);

B4. Participation in degree juries, as a member of the jury (2 points/jury);

B5. Participation in other juries recognised by the Technical-Scientific Council (1 point/jury);

C. Dedication and Quality of Professional Activities Related to Teaching (maximum: 10 points):

C1. Assessment of teaching performance over the last five years. Surveys or similar instruments of evaluation of pedagogical performance, per curricular unit, will be considered (the annual average of evaluation of pedagogical performance will be considered, using the scale of 1 to 6 points, proportionally applicable to other scales);

C2. Pedagogical refresher courses in the last 5 years (0.1 points/hour);

C3. Participation in international missions/mobility in the last 5 years (2 points/participation);

13.3 In the assessment of other relevant activities (OAR) for the mission of the institution, the following parameters and items are weighted:

A. Holding management and organisational positions and functions (maximum: 60 points):

A1. Performance of managerial positions or activities (0.5 points/month);

A2. Chair of collegial bodies (0.3 points/month);

A3. Coordinator of UTC and/or Scientific Area (0.1 points/month);

A4. Coordinator/Co-coordinator of research, development and innovation units or laboratories (0.1 points/month);

A5. Coordinator of a CTeSP, bachelor's or master's degree course (0.3 points/month);

A6. Member of master's degree scientific committees (0.05 points/month);

A7. Member of collegial bodies (0.05 points/month);

A8. Other management, coordination and organisational positions and functions (0.04 points/month);

B. Extension and evaluation activities of projects and institutions (1 point/activity, maximum: 8 points);

C. Participation in selection boards for teaching staff competitions (1 point/jury, maximum: 8 points);

D. Participation in committees/working groups with reports prepared (2 points/committee, maximum: 8 points);

E. Other activities relevant to teaching and research, namely community service within the scope of the institution's mission (1 point/activity, maximum: 8 points);

F. Participation in national and international organisations of scientific, professional, social or cultural interest (1 point/participation, maximum: 8 points).

14- The final classification (FC) results from the application of the following formula:

$$FC = 0,40 \times TCPP + 0,45 \times PC + 0,15 \times OAR$$

TCPP - Technical-scientific and professional performance;

PP - Pedagogical capacity;

OAR - Other activities relevant to the HEI's mission.

15- The jury's deliberations are taken by reasoned roll-call vote, by an absolute majority of the votes of the members present at the meeting, with no abstentions allowed.

16- At the end of the application assessment phase, the jury deliberates, in a reasoned manner, according to the selection and ranking criteria and parameters and the final evaluation and classification system, drawing up a list of unsuccessful and successful candidates in absolute merit and, among them, a serialised list of candidates, which results from the quantitative classifications obtained by each of them.

17- The lists are communicated to the candidates, for the purpose of holding the hearing of the interested parties, under the terms of the CPA, the notification being made within three working days.

18- After the hearing of interested parties, the jury will consider the issues raised within 10 working days.

19- Access to the Minutes - The minutes of the jury are made available to candidates whenever requested.

20- The deadline for the final decision of the jury may not exceed 90 consecutive days, counted from the deadline for the submission of applications.

21- Once the procedure provided for in the previous paragraph has been completed, the lists accompanied by all the jury's deliberations are submitted to the President of the IPCB for approval.

22- The documentation presented by the candidates is destroyed when its return is not requested within a maximum period of one year after the end of the competition.

23- Composition of the jury.

23.1- The jury is composed of the following elements:

President: João Júlio de Matos Serrano, Coordinating Professor with Aggregation, of the School of Education of the Polytechnic Institute of Castelo Branco.

Effective members:

Rute Maria Gomes Abreu, Coordinating Professor, School of Technology and Management, Polytechnic Institute of Guarda;

Luísa Margarida Cagica Carvalho, Coordinating Professor, from the School of Business Sciences of the Polytechnic Institute of Setúbal;

Vitor Lélío da Silva Braga, Coordinating Professor, School of Technology and Management, Polytechnic Institute of Porto;

Paula Odete Fernandes, Coordinating Professor, School of Technology and Management, Polytechnic Institute of Bragança;

Carlos José Cabral Cardoso, Full Professor, Faculty of Economics, University of Porto;

Alternate members:

Alzira Maria Ascensão Marques, Coordinating Professor, of the School of Technology and Management of the Polytechnic Institute of Leiria;

Pedro Manuel Rodrigues de Carvalho, Coordinating Professor, School of Management, Polytechnic Institute of Castelo Branco.

23.2- The President of the jury, in his absence or impediment, will be replaced by the first effective member in the order in which they are presented.

24- This notice is published in the Diário da República, 2nd series and on the IPCB website, at www.ipcb.pt, in Portuguese and English.

25- In fulfilment of paragraph h) of article 9. of the Constitution, the IPCB actively promotes a policy of equal opportunities for men and women in access to employment and professional advancement, endeavouring to avoid any form of discrimination.

Castelo Branco, 3 July 2023, the President António Augusto Cabral Marques Fernandes